



November 17, 2015

## **Job Announcement Part-Time Library Assistant Circulation/Adult Programming**

The Lee Memorial Library seeks a bright, personable, service-oriented Library Assistant for 20 hours per week. This individual is responsible for Adult Programming. He or she will also be scheduled at the circulation desk, providing direct patron assistance as well as circulation support.

A proven ability in dealing tactfully, courteously and successfully with the public is required, as well as sustaining an effective working relationship with coworkers and supervisors. Excellent communication and computer skills are essential. This position involves light lifting and bending. Although experience with a library automation system is a plus, the ideal candidate will be a productive learner.

This position pays \$14/hour. Schedule includes some evening and weekend hours.

For consideration, please send a cover letter, resume and 3 references. Your application packet may be delivered to the attention of Mary Romance, Library Director, at 500 West Crescent Avenue, Allendale, NJ 07401, or sent via email to [romance@allendale.bccls.org](mailto:romance@allendale.bccls.org).

Mary Romance, Library Director  
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